

## FAQs

### Interface (Import/Export) Policy Issues and FAQs

#	Question	Answer	Comment / Reference
1	Who is responsible for getting vendors registered (ie DPS Contract Vendors, DIT Contract Vendors)	The Governor has asked agency heads to take responsibility for ensuring their vendors get registered and for monitoring the progress of the vendors until registered. (COS Memo Aug 6 and Gov Memo Oct 3) AMS has a help desk (1-866-289-7367) to aid vendors with questions regarding registration if the vendor has problems. If AMS cannot resolve the issue AMS will refer the vendor to DPS. If an agency has questions regarding the registration process e mail <a href="mailto:gseigler@dgs.state.va.us">gseigler@dgs.state.va.us</a>	According to COVA General Terms and Conditions, Vendors are required to be registered in eVA to receive an award/order.  A supplier registration toolkit can be accessed/downloaded from the eVA website. Go to <a href="http://www.eva.state.va.us">www.eva.state.va.us</a> , click on "Learn About eVA"; click on "Join eVA Now".
2	Who has to sign the non-disclosure form <ul style="list-style-type: none"> <li>• Technical Team?</li> <li>• Implementation Team?</li> <li>• Consultants?</li> <li>• All eVA users?</li> </ul>	Any individual to whom the Commonwealth or American Management Systems (AMS) provides AMS confidential and/or proprietary information is required to sign a nondisclosure form. Commonwealth employees, including those employed under the provisions of the statewide body shop contract, are required to sign the Commonwealth's nondisclosure form entitled "Employee, Agent and Representative Certification To Employer, Commonwealth of Virginia". Consultants, excluding those employed under the provisions of the statewide body shop contract, are required to sign the "American Management Systems Incorporated Confidentiality Agreement". As a general rule, individuals participating in eVA technical and implementation teams, including individuals to whom eVA Training (Instructor) Materials are provided, are required to sign and submit the appropriate nondisclosure form.	Copies of these forms may be obtained from the Division of Purchases and Supply.
3	Why is the Quick Quote limit at \$30,000 and not \$50,000?	Quick Quote is designed to be a fast turn-around purchasing tool. \$30,000 and above purchases have to be posted on the eVA Virginia Business Opportunities (VBO), which would delay the process. Therefore, QQ was only authorized below \$30K.	
4	Will interface agencies be charged for purchase orders that are imported and go into the "DGS Holding Data Warehouse"?	Interface orders primarily go to the DGS Holding Data Warehouse because vendors are not registered. Agencies are responsible for getting their vendors registered and for doing business with registered vendors. If sufficient vendors are not registered by next year agencies may have to incur some of the costs.	

5	If orders for a particular vendor are exempted by PIM10, does the vendor need to register in eVA?	If the agency elects to place orders through eVA for items exempted by PIM10, a transaction fee is assessed. In such instances, the vendors will need to be registered before we return to a vendor-paid model on 07/01/03. In addition, all vendors should be encouraged to register for other benefits such as viewing and responding electronically to solicitations, increasing business opportunities, and viewing of bid tabulations.	
6	What is the consequence of an agency sending multiple orders to a non-registered vendor?	The agency would have to enter the vendor each time it is used, thus defeating some of the efficiency to be gained through electronic procurement. Also, the agency would lose some efficiency in time spent to advise the vendor that the order is going through eVA. Collection of the 1% by AMS could be more difficult, thus increasing the cost to the Commonwealth. If the impact is substantial, agencies may have to incur some of the costs.	According to COVA General Term and Conditions, vendors are required to be registered in EVA to receive an award/order.
7	What is the consequence of an agency sending a registered vendor an order as a Non-registered vendor order (user creates the vendor each time instead of doing a lookup)?	The agency would have to enter the vendor each time it is used, thus defeating some of the efficiency to be gained through electronic procurement. Collection of the 1% by AMS could be more difficult, thus increasing the cost to the Commonwealth. If the impact is substantial, agencies may have to incur some of the costs.	
8	Although the APSPM states that intra and inter-governmental purchases are exempt from eVA transaction fees, my agency was invoiced by AMS for such an order. Has this policy changed?	APSPM says that these purchases are "under review," not exempt. (See 14.9(b)) In FY04 transaction fees will be assessed for any intra- and inter-governmental order processed through eVA. If the good or service is purchased from a government entity that is registered and the purchasing agency uses the registered vendor pick list when preparing the eVA order, the vendor will pay. If the good or service is purchased from a government entity that is not registered and the purchasing agency uses the "ad hoc vendor" order process to prepare the order, the purchasing agency will pay.	

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